

# INSTRUCTIONS FOR COMPLETING THE SEAMLESS WAIVER FORM ON THE CHILD NUTRITION PROGRAM WEBSITE

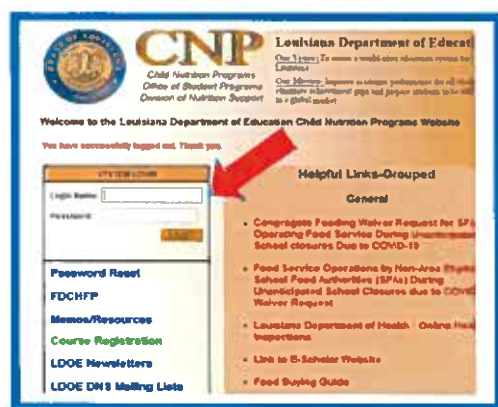
1. Open your browser, preferably Microsoft Internet Explorer.



2. Type <http://cnp.doe.louisiana.gov> into the Address bar. (**NOTE:** Be careful not to type the address in a Search box.)



3. Enter your Login Name and Password; then click the orange **Login** button. (**NOTE:** You will use the same login and password that is used to complete your forms and claims.)



4. Click the green School Food Service in top right hand corner of your screen.



- Click Seamless Waiver. When you first access this tab, a listing of all currently approved sites display, as seen in this screenshot.



- Place a check mark next to the site(s) that will participate under the Seamless Waiver ("Site Participation Column")
- Click Save. This allows for the edit button to appear enabling the sponsor to complete the corresponding site(s) application.

The screenshot shows the 'SEAMLESS WAIVER FORM' for 'ZZZ Sponsor (Test Sponsor)', 'Revision: 0', 'Program Year: 2018', and 'Status: Unsubmitted'. It includes a table with columns: Revision Number, Status, Location Date, Effective Dates, and Action. Below the table is a 'Submit' button. A section titled 'Choose School Facility' contains a table with columns: Site Participation, School/Facility, Site Code, Address, Parish, and Action. The table lists three sites: 'ZZZ Elementary School', 'ZZZ Site #2', and 'ZZZ SMP Site #1'. The 'ZZZ SMP Site #1' row has a checked box in the 'Site Participation' column and an 'Edit' button. A red arrow points to the 'Save' button at the bottom right. A note states: 'Note: If you uncheck a previously selected site, you will lose all the information entered for that site'.

- Question 1** – Select from the dropdown box the site location where meals are prepared. Select all applicable days you will be operating and click the arrow pointing to the right to move them into the "Dates Operating" column.
- Question 2** – The response to this question will be pre-populated. No information can be typed in the field.
- Question 3** – The response to this question will be pre-populated. No information can be typed in the field.
- Question 4** – A school will need to be selected if the site is an open site and its F/R Eligibility is not 50% or higher. Otherwise, if the school qualifies using its own data, no school will be selected from the list.

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12. **Question 5** – Indicate how meals will be advertised to the community. (school website, etc.)
13. **Question 6** – Due to the current situation, this question will not be completed as all sites will operate in an “open” capacity..

5. How will the meals be advertised to the community? (N/A for Closed enrolled sites or Camps)

Less than 250 Characters

6. If the site is Closed Enrolled, answer the following:

a. Identify data used to qualify each site (school or census data in eligible areas, income eligibility applications in other areas)

Less than 250 Characters

b. Explain why the SFA is sponsoring Closed sites

Less than 250 Characters

c. Projected Free/Reduced Percentage

d. Projected Total Enrollment

e. Enrollment Eligibility Certification

☐ Certify that at least 50% of the enrollment is eligible for Free/Reduced meals or the site is area eligible.

f. Area Eligible Sites

Select an Area Eligible Site

g. Not an Academic Summer School Certification

☐ Certify that this site is not an academic summer school.

14. **Question 7** – Leave blank.
15. **Question 8** – Indicate which meals will be served under SSO (ex. Breakfast and lunch) and provide estimation on number to be served per meal, as well as shift start time(s). Under sponsor comments, indicate the method of delivery of meals such as grab and go, pick up at a central location, and if greater than one meal type (Breakfast and lunch) is being offered at one time, etc.
16. Click Save & Next.

7. If the site is a Camp, answer the following:

a. Indicate the type of Camp

☐ Residential ☐ Non Residential

b. Explain why the SFA is sponsoring the Camp

c. Certification

☐ Certify that the camp will only claim reimbursement for children that are determined eligible for free/reduced price meals. Children who qualify for free/reduced price meals will not be charged for meals.

8. Meal Participation

Click on the checkboxes below to select the Child Nutrition (CN) programs this site anticipates participating in for the upcoming school year (2017-2018). Enter the number of students to be served that meal and select the time the meal starts. If this site has multiple meal shifts, be sure to input that information in Shift 1, 2 and/or 3. If this site does not have multiple shifts, enter your data in Shift 1. If this site is eligible to participate in Severe Need Breakfast Program the checkbox will be enabled, otherwise it is disabled and cannot be selected.

Meal Types	Estimated Students to be Served	Beginning Meal Times
<input type="checkbox"/> School Breakfast	Shift 1: <input type="text"/>	Shift 1: <input type="text"/>
<input type="checkbox"/> Severe Need Breakfast (SNB) N/A (Site is not eligible for Severe Need Breakfast)		
<input type="checkbox"/> School Lunch	Shift 1: <input type="text"/> Shift 2: <input type="text"/> Shift 3: <input type="text"/>	Shift 1: <input type="text"/> Shift 2: <input type="text"/> Shift 3: <input type="text"/>
<input type="checkbox"/> Snack	Shift 1: <input type="text"/>	Shift 1: <input type="text"/>
<input type="checkbox"/> Supper	Shift 1: <input type="text"/>	Shift 1: <input type="text"/>

Click here for List of Schools/Facilities and to submit the Seamless Waiver Form

SAVE SAVE & NEXT

17. Once all applicable site-level applications have been completed, click the orange Submit button.
18. The following screen will display if no errors have been made on the forms.  
If sponsor then views the seamless waiver application, the status will reflect, "submitted for approval."
19. Please note that upon approval by the State Agency, the status of the application will change to reflect this. An email notification will also be sent to those named on the organizations agreement.

**SEAMLESS WAIVER FORM**

ZZZ Sponsor (Test Sponsor) Revision: 0 | Program Year: 2018 Status: Unsubmitted

Revision Number	Status	Decision Date	Effective Dates	Action
0	Unsubmitted			<a href="#">Edit</a>

I certify that all the information is true and correct.

[Submit](#)

Choose School/Facility:

Site Participation	School/Facility	Site Code	Address	Parish	Action
<input checked="" type="checkbox"/>	ZZZ Elementary School	ZZZZ	4534 Tom Drive, Baton Rouge	East Baton Rouge	<a href="#">Edit</a>
<input checked="" type="checkbox"/>	ZZZ Site #2	ZZZZ1	459 West Avenue Lafayette	Lafayette	<a href="#">Edit</a>
<input checked="" type="checkbox"/>	ZZZ SMP Site #1	ZZZZZZ	1234 Testing Avenue, Baton Rouge	East Baton Rouge	<a href="#">Edit</a>

Note: If you uncheck a previously selected site, you will lose all the information entered for that site.

[Save](#)

**SEAMLESS WAIVER FORM**

ZZZ Sponsor (Test Sponsor) Revision: 0 | Program Year: 2018 Status: Unsubmitted

**Seamless Waiver Form Submitted**

The Seamless Waiver Form has been Submitted.

**SEAMLESS WAIVER FORM**

ZZZ Sponsor (Test Sponsor) Revision: 0 | Program Year: 2018 Status: Submitted for Approval

Revision Number	Status	Decision Date	Effective Dates	Action
0	Submitted for Approval			<a href="#">View</a>

Note: You are currently authorized to view but not Edit

Choose School/Facility:

Site Participation	School/Facility	Site Code	Address	Parish	Action
<input checked="" type="checkbox"/>	ZZZ Elementary School	ZZZZ	4534 Tom Drive, Baton Rouge	East Baton Rouge	<a href="#">View</a>